



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**

Mailing Address: 500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-1150

(615) 532-3985 or 532-3981; or Toll Free: 1-800-544-7693

<http://tennessee.gov/commerce/boards/contractors/> Email: [contractor.renewal@state.tn.us](mailto:contractor.renewal@state.tn.us)

**RETIREMENT OF LICENSE - APPLICATION**

**FEE: \$25.00 – Annual Retirement**

**Total Enclosed: \$** \_\_\_\_\_ [ **\_\_\_\$25.00 Fee; If expired (less than 12 months): \_\_\_\$200.00 Renewal Fee; \_\_\_\$\_\_\_\_\_ - Late Fee** ]

**\_\_\_ NEW – Return with current license certificate and ID card.**

**\_\_\_ RENEW**

**Government Agency Employee:** \_\_\_No \_\_\_Yes: Agency: \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(Address Change: \_\_\_ - No \_\_\_ - Yes)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title (Owner/Officer)

**\*REASON FOR RETIREMENT:** \_\_\_\_\_

(\*In an effort to provide better assistance, this information may be beneficial to address concerns in the industry. Thank you!)

**PROCEDURES**

**Retirement Process**

License must be current or have renewal rights in order to retire. Complete the above portion, sign and return with the \$25.00, **nonrefundable**, retirement fee and your current license I.D. pocket card and certificate. (If license is expired, less than 12 months, please submit renewal fee (\$200.00) and late fees. Renewal fees paid prior to retirement are non-refundable. \*We appreciate you giving a reason for retirement!

A contractor's license may be retired annually, up to seven (7) years, by submitting \$25.00 yearly at renewal time or while the license is current. Please be sure to renew retirement annually in order to retain renewal rights!

**Bringing out of Retirement**

To bring a license **out of retirement**, simply contact the Board office for the "Notice of Renewal" form or download from our website at: <http://tennessee.gov/commerce/boards/contractors/> If the license was retired prior to expiration (due to lapse of insurance, etc.), a renewal and fee will not be required to bring out of retirement prior to expiration.

Complete the renewal and submit with \$200.00 and a financial statement (a CPA/PA is not required to complete unless the monetary limit **exceeds \$1,500,000**). For further information, you may refer to statute T.C.A. § 62-6-126.

(May check status of license on the website at: <http://licsrch.state.tn.us/>)